



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street
Sacramento, CA 95814-1380
(916) 874-5522—Website www.saccourt.ca.gov

Program Case Notice
Limited Civil Case

The Case Management Program (CMP) requires the following timelines to be met in all cases except those that are excluded by California Rule of Court 3.712(b) and (c):

Action	Requirement
Service of Summons	Summons, complaint and program case notice must be served on all named defendants and proofs of service on those defendants must be filed with the court within 60 days from the filing of the complaint. When the complaint is amended to add a new defendant, the added defendant must be served and proofs of service must be filed within 30 days after the filing of the amended complaint. A cross-complaint adding a new party must be served and proofs of service must be filed with the court 30 days from the filing of the cross-complaint.
Statement of Damages	If a statement of damages pursuant to Section 425.11 of the Code of Civil Procedure or a statement of punitive damages is required, it must be served with the summons and complaint.
Certification Filed in Lieu of Case Management Statement	Parties may file a certification on a form provided by the court in lieu of the case management statement no later than 180 days after the complaint is filed if the case is a short cause (five hours or less of trial time), the pleading stage is complete and the case will be ready for trial within 60 days. In that event, the case will be exempted from any further case management requirements and will be set for trial within 60-120 days.
Responsive Pleadings	If a responsive pleading is not served within the time limits and no extension of time has been granted, the plaintiff within 10 days after the time for service has elapsed must file a request for entry of default. Parties may stipulate without leave of court to one 15-day extension beyond the 30-day time period prescribed for the response after service of the initial complaint. No extensions of time to respond beyond 105 days from the filing of the complaint may be given.
Judgment by Default	When default is entered, the party who requested the entry of default must apply for a default judgment against the defaulting party within 45 days after entry of default, unless the court has granted an extension of time.
Case Management Statement	You must file and serve a case management statement no later than 180 days after the complaint is filed. Parties are encouraged to file a single joint case management statement. If a single joint statement is not filed for all parties, plaintiff shall file and serve a statement of disputed issues on a form provided by the court as an addendum to plaintiff's case management statement. The court will issue a case management order after reviewing the case management statement.
Minimum Requirements	Prior to the filing of the case management statement, the parties should have done the following: <ul style="list-style-type: none">• Served all parties named in the complaint within 60 days after it is filed;• Ensured that all defendants and cross-defendants have answered, been dismissed, or had their defaults entered;• Met and conferred with all parties as required by CRC 3.724 to discuss and resolve issues set forth therein relating to the prosecution of this case.
Case Management Conference	By order of the court, a case management conference will not be held in limited civil cases unless specifically ordered by the court pursuant to Local Rule 11.05(d) CMP.

Failure to comply with the program rules may result in the imposition of sanctions or an order to show cause. Please refer to Local Rule 11.00 for more information.

NOTE: THIS NOTICE MUST BE SERVED WITH THE SUMMONS AND COMPLAINT.